

REQUEST FOR RECORDS RETENTION SCHEDULE

To Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

122

PAGE
NO.

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1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

RECORDS SECTION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. WATER & SEWER EXTENSION REPORTS

This file consists of reports, sketches and cost tabulations. The form E-257 (8½" X 11") is a report on water and sewer extensions, indicating a request for extension and the estimated cost. The report is made in triplicate and the original is sent to the Secretary Treasurer's Office (See Schedule 82, Item 2, Paragraph 1), the second copy to the Purchasing Office for ordering the material and the third is retained in this office, for reference. The material is filed alphabetically by districts and occupies 30 cubic feet in the office area for the years 1935 to date. The present annual rate of accumulation is 3 cubic feet.

RECOMMENDATION: RETAIN FOR TEN (10) YEARS AND THEN DESTROY.

Approved Hall of
Records Commission2. CORRESPONDENCE

The file consists of correspondence with the applicant, relating to the request for water and sewer extensions. It is duplicated in the Secretary Treasurer's Office, (See Schedule 82, Item 2, Paragraph 1). The material (mostly 8½" X 11") is filed alphabetically by districts, and occupies 1½ cubic feet in the office area for the years 1950 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Paul A. Willis

Signature

Supervisor - Record Survey

Title

December 3, 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

1/7/55

Date

Morris S. Radloff

Archivist

JAN 10 1955

Date

Melusker

Secretary